

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-163A

OPEN PERIOD:

6/10/2010 – 7/10/2010

JOB TITLE:

HAZMAT Specialist

PAY GRADE AND SERIES:

GS-2001-07/09

PAY RANGE:

\$38,790 - \$61,678

POSITION LOCATION:

Fresno, CA.

UNIT:144th FW**PDCN #: 80214P00****Security Clearance Required:**

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**AREA OF CONSIDERATION: ALL SOURCES**

Military grade of E-5 through E-6.

Compatible Military Grade Assignment: AFSC 2SXXX.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight, Asset Management Section. The primary purpose of this position is to provide management control, oversight, coordination, and implementation of the base "HAZMAT Pharmacy" program and operation. This position facilitates the primary mission of receiving, distributing, tracking, reporting, and serving as the primary point of contact for base hazardous materials. Serves as a technical advisor to the Wing Commander, staff, and base personnel regarding hazardous materials. A broad knowledge of general supply, storage, distribution, and inventory specializations is required; in addition to a knowledge of Federal, State, and USAF safety and environmental rules and regulations to ensure regulatory compliance

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education or training in administrative, professional, or other work which provided the applicant with a general knowledge of one or more aspects of the supply field.

HAZMAT Specialist GS-2001-07 (Trainee): Must have 12 months of specialized experience in extensive searching of documents or other recourse to coordinate inventory requirements; experience gained in the supply field which provided the applicant with experience to analyze, develop, evaluate or promote improvement in supply programs, practices, procedures, techniques, etc.; experience which demonstrated the applicant's ability to control supply stocks and inventory, and account for equipment; experience which demonstrated the applicant's general knowledge of supply management, cataloging, maintenance and disposal; experience which required person-to-person contacts to convey information and ability to compile reports, letters, memoranda, etc.

HAZMAT Specialist GS-2001-09: Must have 24 months of specialized experience managing, controlling, overseeing, coordinating and implementing the base HAZMAT and Pharmacy Program and Function; experience developing and conducting HAZMAT training to managerial, supervisory, and base personnel; experience identifying new HAZMAT and customer requirements; experience conducting worksite visits, identifying customer concerns, and determining HAZMAT usage; experience which demonstrates the ability to serve as the HAZMAT systems administrator utilizing the Standard Base Supply System (SBSS) and Environmental Management Information System (EMIS) to manage and update HAZMAT inventory data; experience developing base regulations and operating instructions and involving hazardous material requirements and processes in accordance with Federal, State and Military regulations,

guidelines and instructions; experience gathering and compiling information for reports to Federal, State, USAF/ANG Agencies regarding program status, HAZMAT item status, compliance issues, budget information, etc.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-09 position indicated above may be considered for GS-07 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the principles, procedures, techniques and practices of inventory management functions.
2. Knowledge of the organization, regulations and methods of supply systems.
3. Knowledge of the technical requirements governing the accounting of government property.
4. Knowledge of fiscal considerations, and specialized activities such as storage, cataloging, maintenance and disposal.
5. Ability to communicate both orally and in writing.
6. Practical knowledge of a wide range of supply principles, concepts, and methodologies involving general supply storage, distribution and inventory specialties as they relate to hazardous materials; to include general knowledge of contracting/transportation facilities.
7. Knowledge of established principles, concepts and methods of environmental protection relating to hazardous materials.
8. Knowledge of policies, work procedures, methods, data information, and requirements of HAZMAT.
9. Skill in applying these to the effective control of the HAZMAT Pharmacy.
10. Knowledge of a variety of automated systems such as the SBSS and EMIS to search and analyze, track and monitor Hazardous materials.
11. Knowledge and understanding of Federal, State and USAF safety and environmental standards, regulations, statutes policies, and guidelines to assure HAZMAT compliance and safe working practices.
12. Ability to communicate in writing to prepare, compile, and research information for HAZMAT inventory, safety, and environmental reports.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High School graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 30 semester hours or the equivalent) for 12 months of the required experience. For experience required in excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for six months of experience.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.
6. When emailing documents **PLEASE LIMIT DOCUMENTS TO AT LEAST 5 PAGES**. Any large files or documents will automatically be rejected by the email server and will not be viewable for rating by qualifications by this office.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER